**SCEIS**

South Carolina Enterprise Information System

# Document Imaging
## Glenn Vose and Mike Sayles

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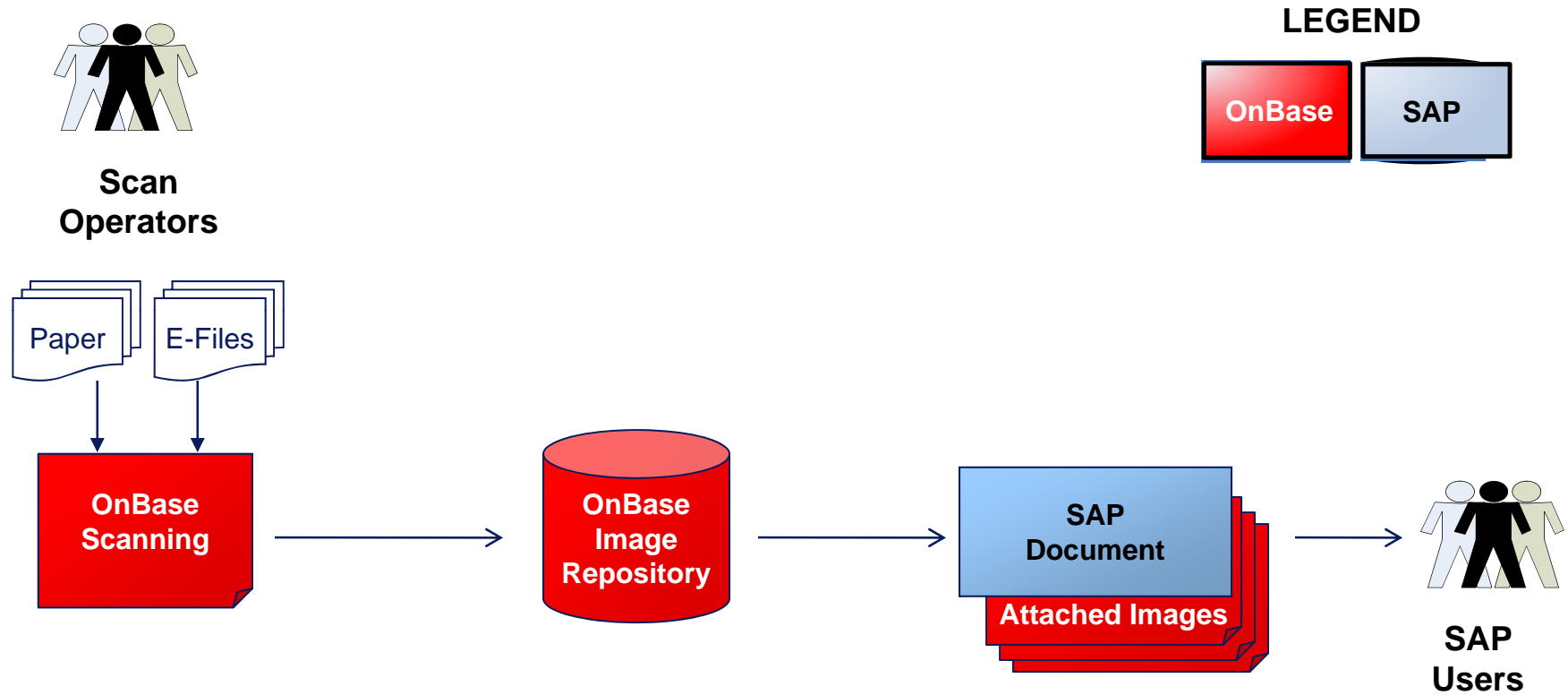# Document Imaging

## Agenda

- **Imaging Process**
  - Process Overview
  - Early and Late Imaging
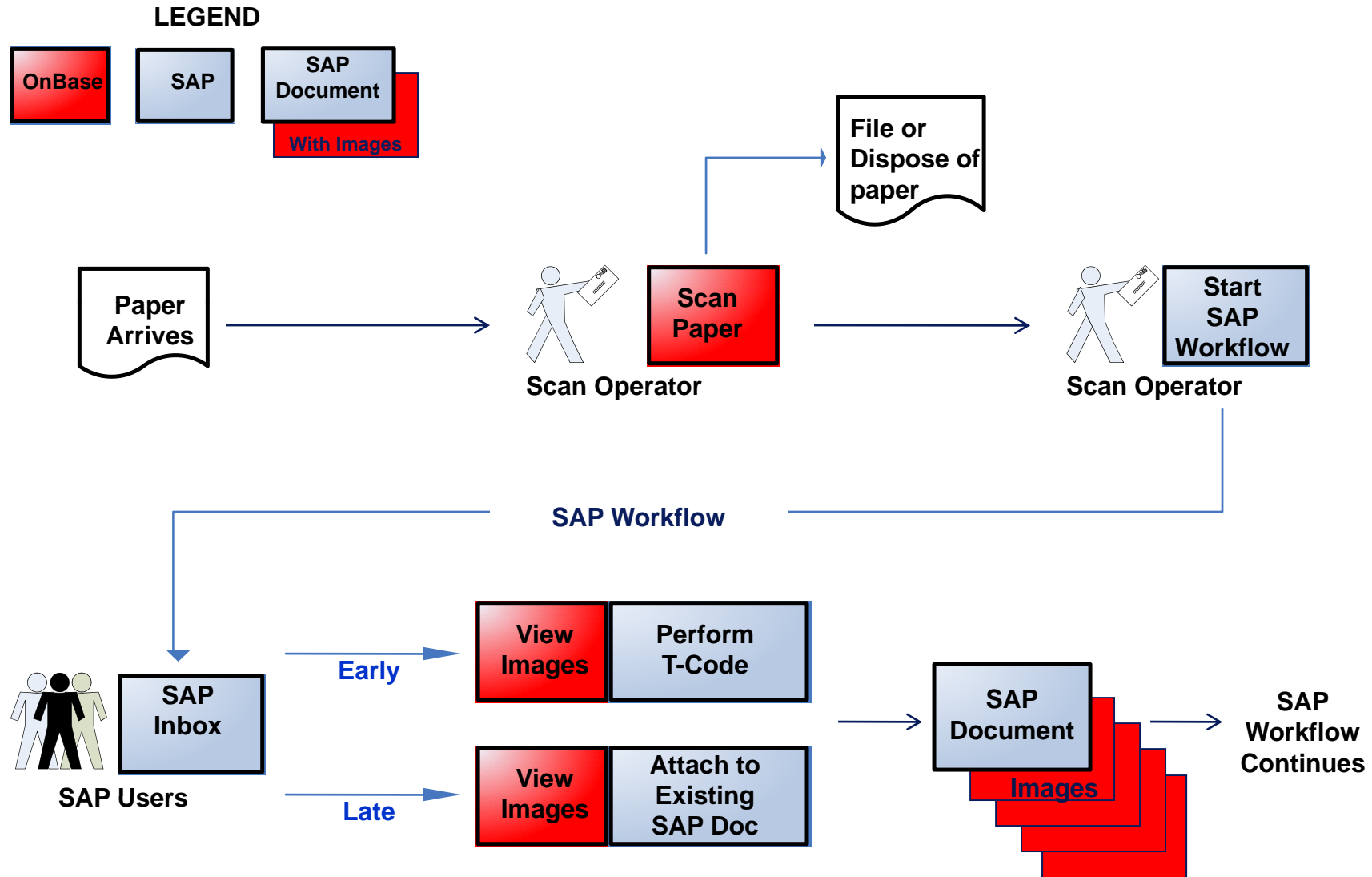  - Document Types Configured for Imaging

- **On-Line Demonstration**
  - Scan into OnBase & Start SAP Workflow
  - Work Images in SAP Inbox
  - View Images Attached to SAP Documents

# Document Imaging

**SCEIS**
South Carolina Enterprise Information System

**Scan Operators**

**LEGEND**

| OnBase | SAP |

Paper    E-Files

**OnBase Scanning** → **OnBase Image Repository** → **SAP Document** / **Attached Images** → **SAP Users**

# Document Imaging

**SCEIS**
South Carolina Enterprise Information System

**LEGEND**

**OnBase** | **SAP** | **SAP Document** — **With Images**

**Paper Arrives** → Scan Operator → **Scan Paper** → **File or Dispose of paper**

**Scan Paper** → Scan Operator → **Start SAP Workflow**

**SAP Workflow**

SAP Users → **SAP Inbox**

**Early** → **View Images** | **Perform T-Code**

**Late** → **View Images** | **Attach to Existing SAP Doc**

→ **SAP Document** — **Images** → **SAP Workflow Continues**

# Document Imaging

## Document Types Configured for Imaging

| Paper Document Group | Paper Document Name | Early T-Code |
|---|---|---|
| Journal Entry | Journal Entry Late | |
| Journal Entry | Journal Entry Park | FV50 |
| | | |
| FM | Budget Supporting Documentation | |
| FM | Funds Reservation | |
| | | |
| Payable | Employee Travel Claim | ZTRAVEL |
| Payable | IDT Debit Memo | |
| Payable | IDT Live or Non | ZIDT |
| Payable | Vendor Invoice Direct | FV60 |
| Payable | Vendor Invoice Direct - Travel | ZTRAVEL |
| Payable | Vendor Invoice With PO | PARK |
| Payable | Pay Credit Memo Direct | FV65, zidt |
| Payable | Pay Credit Memo with PO | PARK |
| Payable | PAY Employee Travel Advance | ZTRAVEL |
| | | |
| Purchase Order | Correspondence | |
| Purchase Order | Goods Receipt | MIGO_GR |
| Purchase Order | Other | |
| | | |
| Receivable | Bank Deposit | F-04 |
| Receivable | Wire Transfer | F-04 |
| | | |
| Grant | Grant Award Documentation | |
| Grant | Grant Budget Documentation | |
| Grant | Grant Proposal | |
| | | |
| Listing Voucher | Listing Voucher | |

# Document Imaging

## Online Demonstration

- – Scan into OnBase & Start SAP Workflow

- – Work Images in SAP Inbox

- – View Images Attached to SAP Documents

# Document Imaging

Questions?